

**East Lothian Council**  
**Services for People, Department of Education**  
**DRAFT**

East Lothian Association of Parent Council Members Meeting held on  
 Wednesday 27 November 2013, Town House, Haddington

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**Present:**

**Val McIntyre** (Principal Officer), **Darrin Nightingale** (Head of Education), **Councillor Shamin Akhtar** (Convenor of the Education Committee), **Pamela Bell** (Whitecraig PC), **Joanne Bloomfield** (Stenton PC), **Elliot Dickson** (Macmerry PC), **Joan Fairfull** (Longniddry PC), **Lorna Forsyth** (West Barns PC), **Colin Henderson** (Pencaitland PC), **Lea Sime** (Whitecraig PC), **Adalene Lammie** (Dirleton PC), **Iain Lawrie** (Humbie PC), **Mark Lucas** (Gullane PC), **Fiona McCaskie** (Saltoun PC), **Lee Young** (Saltoun PC), **Helen Spencer** (Elphinstone PC), **Nicola Semple** (Athelstaneford PC), **Gordon Allan** (Aberlady PC), **Ailsa Swinburne** (East Linton PC)

**Apologies:**

**Pauline O'Brien** (Chair), **Gaynor Allen** (Campie PS/Musselburgh Grammar PC), **Scott Allan** (Wallyford PC), **Elaine Towler** (Haddington Infant PC), **Trisha Higginson** (St Martin's PC), **Carol Snow** (NPFS)

		<b>Action</b>
1	<p><b>Welcome and Introductions</b></p> <p>In the absence of the Chair and Vice Chair, Fiona McCaskie agreed to chair the meeting. Fiona welcomed everyone to the East Lothian Association of Parent Council Members Meeting and introductions were carried out round the table.</p>	
2	<p><b>Apologies and Approval of Minutes</b></p> <p>Apologies were noted as above. The minutes of the last meeting were approved without change.</p> <p>It was noted that a Parent Representative was unable to sit on the working group for the 600 Hours of Nursery Education and Childcare.</p>	
3	<p><b>Working in Partnership with Communities Across Services</b></p> <p>Kayla Scott, Local Community Planning Officer gave a presentation about East Lothian Partnership and Area Partnerships. Handouts that were discussed are attached to the minute.</p>	
4	<p><b>600 Hours of Nursery Education and Childcare</b></p> <p>Mary Preston, Education Support Officer gave a presentation on the 600 Hours of Nursery Education and Childcare. Handouts are attached to the minute.</p>	
5	<p><b>Matters Arising</b></p> <p><b>Parent Representative on the Education Committee</b></p> <p>Mark Lucas from Gullane Parent Council gave an update from the meeting he had attended with Darrin and other Parent Representatives. Options were discussed, there could be a more formal Parent Representation on the Finance Advisory Scrutiny Group, Education Strategy Group and the Sport Advisory Group and Parents would have more influence on</p>	

	<p>decisions made at these groups prior to any reports going to the Education Committee.</p> <p>It was also noted that contributing to development, consultative and short life working groups was an area that would allow greater participation.</p> <p><b>Good Practice</b> The table of responses received from Head Teachers and Parent Councils were distributed. A copy of this is attached to the minute.</p>	
6	<p><b>Darrin Nightingale</b></p> <p>Darrin thanked the Community of Dunbar and Staff within Dunbar Grammar and John Muir House for their support following the tragic accident at Tynningham. The Education Committee Meeting was cancelled as a mark of respect and to enable staff to support the school.</p> <p><b>Primary Management Review</b> Darrin offered to do a presentation at the next ELAPCM Meeting in January on the Primary Management Review proposals. The information will be shared with staff in the first instance. It was agreed that Darrin will present the proposals at the next meeting.</p> <p><b>Budget Consultation</b> You Pay, Now Have Your Say consultation has not had a great uptake, Darrin encouraged everyone to take part in the consultation. Closing date 18 December 2013. <a href="https://eastlothianconsultations.co.uk/">https://eastlothianconsultations.co.uk/</a></p> <p><b>Place2be</b> This service will continue until further notice. A procurement process will commence in 2014 for a continued service from January 2015.</p> <p><b>Recruitment</b> Darrin was delighted to report that currently there is only one Depute Head Teacher vacancy at Pencaitland Primary School, which is being offered as a secondment opportunity until 4 July, 2014. Two new Head Teachers are starting on Monday 2<sup>nd</sup> December, 2013. Brian Moody is the new Head Teacher at Dirlerton Primary School and Fiona Macartney will be Acting Head Teacher at Stoneyhill Primary School until 4<sup>th</sup> July, 2014. This is the least number of vacancies unfilled for a year.</p>	
7	<p><b>National Parent Forum</b></p> <p>Apologies were received from Carol Snow, who has offered to prepare an update to be circulated to Parent Councils.</p>	CS
8	<p><b>Update from Val McIntyre</b></p> <p><b>Protocols</b> Val met with Joanne Bloomfield, Adalene Lammie and Carol Snow to look at protocols for Parent Council Representatives that sit of various groups together with the ELAPCM Office Bearers. The Group will meet again to finalise their draft proposals and bring to the next Association meeting for approval. Thereafter they will be distributed to Parent Councils and Head Teachers for their information.</p> <p><b>Online Payments</b> Ormiston Primary School has confirmed that the Online Payments are going well. However,</p>	VM

	<p>they are currently sending reminders to Parents encouraging them to use the system.</p> <p><b>Parental Involvement Strategy</b> Val is meeting with Jill Jeans and Claire Goodwin (Mark Lucas is unavailable to attend the meeting) on 10 December to progress reviewing the Parental Involvement Strategy and produce a survey to be sent to both Parent Councils and Head Teachers. Feedback from the Survey will form the basis of an Action Plan and how to best update the Parental Involvement Strategy.</p> <p><b>NHS Strategy</b> Has been emailed to Parent Councils, Val encouraged all Parent Councils to complete the survey, which closes on 17 January, 2014. <i>A public consultation on the organisation's draft strategy, 'Improving the Health and Wellbeing of Lothian's Children and Young People' is now underway and will run until 17 January 2014.</i> <i>The consultation documents are available at the NHS Lothian Consultations webpage at: <a href="http://www.nhslothian.scot.nhs.uk/OurOrganisation/Consultations/Current/Pages/default.aspx">http://www.nhslothian.scot.nhs.uk/OurOrganisation/Consultations/Current/Pages/default.aspx</a></i> <i>You can complete a survey monkey by clicking on the following link: <a href="http://www.surveymonkey.com/s/NHSLothianCandYPStrategy">http://www.surveymonkey.com/s/NHSLothianCandYPStrategy</a></i> <i>If you have any questions or would like to speak to someone about the strategy then please email us at: <a href="mailto:CandYPStrategy@nhslothian.scot.nhs.uk">CandYPStrategy@nhslothian.scot.nhs.uk</a></i></p> <p><b>Schools Handbooks</b> Val referred to her email reminding all Parent Councils to discuss with their Head Teachers what information they would like included in the School Handbooks.</p> <p><b>West Barns Parent Council Information Book</b> Val thanked Lorna Forsyth, Chair of West Barns Parent Council for agreeing that we could share a copy of their Parent Council Information Book with all Parent Councils. Val suggested it could be used as a template for other Parent Councils, and stated it is an excellent document and sets out very clearly the role of the Parent Council and will be helpful particularly to new office bearers or Parent Council members.</p> <p><b>Children's Inspection</b> Thanks were expressed to all the Parents who put their name forward to meet with the Inspectors who were carrying out the Children's Inspection. The representatives selected were: J Wilberforce – Kings Meadow Primary N Cunningham – Kings Meadow Primary I Scott – Prestonpans Infants</p>	
9	<p><b>Parent Council Matters</b></p> <p>No further matters were tabled.</p>	
10	<p><b>Future Meeting Dates</b> Thursday 16 January 2014 – Esk Rooms, Brunton Hall, Musselburgh – Presentation from Darrin Nightingale – Primary Management Review Tuesday 25 February 2014 – Town House, Haddington – Meeting to be spilt, 1<sup>st</sup> half to be formal with the 2<sup>nd</sup> half an informal meeting. Wednesday 23 April 2014 – Esk Rooms, Brunton Hall, Musselburgh Thursday 5 June 2014 – Town House, Haddington</p>	